

**TOWN OF DAVIE
WORKSHOP MEETING
AUGUST 24, 2004**

The meeting was called to order at 6:05 p.m. Present were Mayor Truex, Vice-Mayor Paul, Councilmembers Crowley and Hubert. Also present were Town Administrator Willi, Town Attorney Kiar, and Town Clerk Muniz recording the meeting. Councilmember Starkey was absent.

Mr. Willi explained the purpose of the workshop was to review the 2004-2005 budget.

Assistant Town Administrator Ken Cohen summarized those items discussed at the last workshop. He stated that the Town had agreed to increase generating revenues by raising the waste franchise fee from 12.5% to approximately 19.5% which would provide an additional \$709,000. In addition, \$190,075 was accrued in donations. He stated that information had been requested on the endowment fund's reserve balances and anticipated changes over the last year.

Mayor Truex asked for clarification of Mr. Cohen's summary and requested reassurance that the new figures reflected no ad valorem tax increase. Mr. Cohen indicated there would be no increase.

Vice-Mayor Paul felt that it would be difficult to justify using waste franchise fee money for drainage. She stated that it was important to indicate that the 40% franchise fee increase would be for one year only. Vice-Mayor Paul advised that she had spoken with Mr. Cohen who had indicated that he could reduce the reserves to around \$700,000. Mr. Cohen stated that he thought it was important to continue to review the budget and he would attempt to reduce the reserves to under \$700,000. Vice-Mayor Paul asked staff to look into the possibility if there were any positions that could be cut without adversely affecting the operation of the Town. She congratulated Mr. Willi on his new job and thought that the City could save some money for at least six months from Mr. Willi's salary.

Councilmember Hubert spoke of the franchise fee, requesting clarification on the use of the money. Mr. Cohen indicated that the franchise fee would increase from 12.5% to 19.5%. Vice-Mayor Paul asked what the additional charge would be. Mr. Cohen indicated that the increase would amount to \$1.05 per month for residential customers. Vice-Mayor Paul asked if the \$709,000 would come strictly from residential. Mr. Cohen stated that it would be approximately \$1.05 per resident depending on the square footage of the home and that commercial properties would vary. Mr. Cohen indicated that the Property Appraiser's Office needed to be notified prior to January 1st. Vice-Mayor Paul requested that the item be placed on the agenda in October.

Mayor Truex spoke about Mr. Willi's salary brought up by Vice-Mayor Paul and felt that they could not factor that into the budget as there may even be additional costs. Councilmember Hubert agreed, stating that there may be someone hired sooner than anticipated and this should not be factored into the budget. Town Administrator Willi recommended that Council not factor this issue into the budget, especially if they were considering a national search for his replacement and felt that it should be discussed at a different time.

Vice-Mayor Paul reiterated her suggestion to cut positions that would not adversely affect the operation of the Town such as positions that were not currently filled. Mr. Cohen clarified that there were positions unfilled within the Town and felt that staff should analyze their value to decide if some of the functions could be consolidated.

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Councilmember Crowley asked Mr. Willi about the criteria for justifying the \$300 car allowances. Mr. Willi indicated that the allowance was based on historical numbers throughout the Town. He stated that adjustments were made depending on the anticipated use of their personal vehicle such as their overall time spent in the field, as well as trips throughout the county and State. Councilmember Crowley asked if this was a Town policy or Statute policy and whether it was approved by Council or Administration. Mr. Willi stated that it was a Town policy and was unsure when or how it was initially approved. Mayor Truex felt that the factors that Mr. Willi used in issuing car allowances were appropriate and in the future, the Town should address whether the car allowance was a viable expense. Mayor Truex felt that should the car allowance benefit be taken away, the employee should be given something in exchange. Councilmember Crowley agreed, but stated that a policy should be set as to the actual time or mileage used in the field every day. Mayor Truex asked if the Town or the individual recipient's insurance company was responsible for accidents incurred. Mr. Willi stated that when an employee was reimbursed for mileage at the IRS rate, the employee handled all car expenses on their own, which included gas, tires, oil maintenance, etc., as well as insurance. Councilmember Hubert asked if staff had ever kept a mileage log to determine if the car allowances and mileage reimbursements were beneficial to the Town. Mr. Willi indicated that the former Budget and Finance Director collected mileage logs which set the base rate. He stated that providing a \$300 allowance was more cost efficient than the cost of preparing mileage logs and issuing individual checks to each individual employee. Councilmember Hubert felt that although the IRS allowed 36.5¢ per mile, the Town was not required to pay the full amount. Mr. Willi indicated that the IRS allowance had been adjusted to approximately 39¢ per mile. Mayor Truex felt that this issue would not amount to a substantial savings to the budget and he was satisfied with the current policy.

Vice-Mayor Paul spoke of the "Gown to Town" tax and felt that the Town should look into collecting fees from the schools next year. Mr. Willi indicated that a Payment-In-Lieu-of-Tax (PILOT) program was a good way to help defray the costs to the Town, but reminded Council that it was a negotiating process. He stated that recently the Town spoke to Nova Southeastern University and made them aware of the Town's concerns with the growing amount of resources that Nova used while not contributing to the Town's tax base. Mr. Willi indicated that Nova had made a commitment to the Town to make the two-million square foot project being built on University Drive taxable property.

Vice-Mayor Paul brought up the issue of police overtime costs and spoke of a chart she received from Police Chief John George. She stated that she was aware that a lot of the overtime was a result of court time, but felt that that was separate from overtime. Vice-Mayor Paul asked for clarification as to whether the court time was separate from the overtime figure. Chief George agreed that court time was a separate line item. He indicated that the overtime amount covered a broad spectrum of activities such as shift coverage, special events held within the Town, SWAT team, canine, community relations, etc. Vice-Mayor Paul asked for an explanation regarding the monthly allocation for overtime. Mr. Cohen spoke of the monthly allocation and indicated that the Police Department would need Council's approval should they exceed their monthly allocation. Chief George indicated that the Department currently had ten

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vacancies and those vacancies were filled with overtime. He felt that it was inappropriate for his Department to be required to seek Council's approval every time additional officers were needed. Chief George stated that he monitored the overtime very closely and that there had been no unnecessary use of the overtime funds. Mayor Truex agreed with Chief George's current plan.

Councilmember Crowley asked about the estimated revenues and appropriations, specifically the contract for inspectors. He spoke of the agreement between Broward County and Hallandale to hire inspectors and asked if Hallandale had an agreement with the Town to subcontract inspectors. Mr. Willi indicated that he expected the workload with Hallandale to remain constant throughout the next year. He stated that previously, the Town was using full-time inspection staff with Hallandale and were currently proposing the use of part-time contract inspectors for the new fiscal year. Mr. Willi felt that the \$250,000 revenue was a very conservative estimate.

Councilmember Crowley inquired as to the sale of surplus property being reduced from \$400,000 to \$60,000. Mr. Willi indicated that staff had budgeted the sale of the Young at Art property in last year's budget and indicated that next year there may not be any liquidation of the Town properties.

Councilmember Crowley asked for an explanation regarding internal charges. Mr. Cohen explained that internal charges reflected the costs of debts that incur in providing services to other departments.

Councilmember Crowley felt that Code Enforcement was necessary on weekends. Mr. Cohen indicated that this issue had been discussed and stated that when Code Enforcement became fully staffed, adjustments would be made within the department to have Saturday patrols.

Councilmember Crowley asked if the vacant position in the Economic Development Department would be filled. Mr. Cohen clarified that Economic Development was fully staffed and stated that the vacant position was in Programs.

Councilmember Hubert stated that she was pleased that taxes were not being raised and was very pleased with the current budget. Councilmember Crowley concurred and stated that he met with the directors in each department and thanked them for their hard work with the current budget proposals.

Vice-Mayor Paul spoke of the community endowment fund and its substantial reduction. She indicated that one of the reasons for the reduction was due to the approximately \$1 million that was owed to the general fund from the aquaculture facility. Vice-Mayor Paul added that this issue needed to be looked at in the future and knew that the Town had a contract with Nova Southeastern University which did not seem to going anywhere. Mr. Cohen clarified that the Town had eliminated this expense and received a flat fee from Nova so there was no longer an additional expense. He thought the lease was for five years but there was a termination clause; however, while Nova was making the lease payments, he did not think the facility was operating. Vice-Mayor Paul advised that the endowment fund would not last forever with what was owed and what the Town was "tapping." She indicated that the Town was hoping to

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only utilize the interest each year which was why she was trying to keep the charitable contributions low.

Councilmember Hubert asked how much money the Town would receive up front and paying out over 12 months from the tax bills from garbage collection. Mr. Cohen indicated that it would be a very difficult process to break down those costs. Mayor Truex asked if there was a separate workshop scheduled for the garbage issue. Vice-Mayor Paul indicated that she had asked for this issue to be discussed at the second meeting in September.

Vice-Mayor Paul spoke of the payroll contributions and stated that it appeared that the Town might have overpaid into the fund. She asked how much more would remain in the general fund if the contributions were more in line. Mr. Cohen indicated that the Town would need to reduce the contributions that the Town would be paying to the individual employees. He explained that a fixed amount was to be paid for insurance and if the insurance results were better than anticipated, the money would not be spent and would remain in the fund.

Vice-Mayor Paul stated that she had received a call from a resident who was upset that his property taxes had increased 80%. She indicated that the resident, who had a duplex on his property, had been informed by the Property Appraiser's Office that there were in-law quarters on the property and had not been taxed properly in the past. Vice-Mayor Paul stated that the Property Appraiser's Office was requiring the resident to complete an affidavit that it was not a rental property and the resident also had to provide past income tax returns showing no income derived from the in-law quarters. Vice-Mayor Paul wanted Council to be aware that there may be other residents calling with the same complaint and she felt that they should be referred to the Property Appraiser's Office.

Norm Blanco indicated that the Community Relations Advisory Board would begin working on the criteria for the community chest activities.

There being no further business to discuss and no objections, the meeting was adjourned at 6:58 p.m.

Approved _____

Mayor/Councilmember

Town Clerk